

First Lutheran Church

542 S. 31 St., Omaha, NE 68105
402-345-7506 www.flcomaha.org

Job Title	Office Assistant
Position reports to:	Pastor
Hourly Wage:	\$XX.00
Schedule:	Tuesday, Wednesday, Thursday. 4 hours each day.
Employment status:	Part-Time- 12 hours weekly

Position Overview

Administrative services for Pastor, staff, Council officers and members.

Principal Accountabilities

- Answers office phone and greets all people who come to the church.
- Maintain accurate church records regarding membership and update membership and shut-in directory's.
- Prepare correspondence for communication to staff or membership, including monthly newsletters, weekly bulletins, meeting materials, letters or other materials requested.
- Maintain schedule of volunteers who assist with worship and other church functions, as well as master calendar of church and facility events. Provides assistance to volunteers/staff in scheduling for event or conference attendance.
- Provide updates of church life through social media and other marketing platforms.
- Maintain internal office network and electronic file system. Keep office organized and office supplies stocked.
- Performs other duties Pastor, staff, or Church council members requests.

Job Skills Required

- Verbal and written communication skills, must enjoy working and interacting with many types of people. Must be able to respect confidential information.
- Organized and works independently with minimal supervision
- Previous office experience, computer experience is required.

Educational Requirement

- High school diploma, some college preferred.

Please send cover letters and resumes by mail to the above address or email to:

pastor@flcomaha.org